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Commonwealth of Virginia Office of Data Governance & Analytics Onboarding Readiness Review

Evaluate the following sections with respect to the presentation of data.

Onboarding Information	
Dataset Title	
Data Providing Agency/Organization	
Agency Owner	
Data Steward	
Data Owner	

Agency Onboarding		
Task	Owner(s)	Notes
• Identify Agency Owner	Office of Data Governance and Analytics (ODGA)	
• Get signed Data Trust Agreement	Chief Data Officer, Agency Owner	

Program Onboarding		
Task	Owner(s)	Notes
• Identify Data Owner	Agency Owner	
• Identify Data to be shared	Agency Owner	
• Identify any security concerns (Agency ISO) and work through any issues	Deputy CDO, Data Steward, Data Owner	
• Identify users roles and permissions	Data Steward	
• Train users on VLDS	Office of Data Governance and Analytics (ODGA)	



Data Onboarding		
Task	Owner(s)	Notes
• Identify Data Steward	Agency Owner	
• Identify IT Team members and responsibilities	Deputy CDO	
• Architect Schema: Map out connections between tables	Data Steward, Data Owner	
• Create proposed schema (tables and columns)	Data Steward, Data Owner	
• Extract and load data	Office of Data Governance and Analytics (ODGA)	
• Create metadata files(.csv) : table, column, and valid values	Office of Data Governance and Analytics (ODGA)	
• Perform quality analysis on data to be shared	Office of Data Governance and Analytics (ODGA), Data Steward	

Data Onboarding Decisions			
Category	Acceptance Criteria	Options	Notes
Data Onboarding Types	Please indicate the type(s) of data being shared	<input type="checkbox"/> Open Data <input type="checkbox"/> Restricted-Use Data <input type="checkbox"/> De-Identified Data <input type="checkbox"/> Metadata	
Data Onboarding Location	Please indicate the location(s) where the data being shared will primarily reside	<input type="checkbox"/> Agency Server <input type="checkbox"/> ODGA Server <input type="checkbox"/> Open Data Portal <input type="checkbox"/> Secure Data Enclave	

Reviewed By			
Data Steward Name		Data Steward Agency	
Data Steward Signature		Date	